

TOWN OF SUNSET BEACH

FY 2015-2016 Current Levels of Service

Finance & Administration

Current Staffing:

Finance: 2 Full-time employees (Finance Director/Budget Officer, Deputy Finance Officer)

Administration: 3 Full-time employees (Town Administrator, Town Clerk, Administrative Assistant)

The Town Clerk and Administrative Assistant both provide some financial duties. Town Clerk performs payroll functions and Administrative Assistant serves as primary Cash Collections clerk. Deputy Finance Officer provides assistance with Special Events and Finance Director/Budget Officer provides assistance with contracts and RFPs for all departments, so no allocation of salary costs is made for these duties.

Current Core Departmental Services – Finance Department

- Creates, presents and administers Town budget
 - Initial budget presentation and financial forecasts
 - Subsequent budget amendments
- Responds to public inquiries regarding financial issues
- Generates Purchase Orders for all purchases
 - Reviews line item budgets prior to issuance
 - Reviews appropriateness of documentation for transactions
- Prepares monthly financial dashboard reports for Town Council / public
- Prepares annual financial report and all entries required for GAAP/audit, etc.
 - Maintains all fiscal journals, chart of accounts and ledgers (General Ledger, Central Cash Collection Journals, Accounts Payables Journals, Purchase Order Journals, Budget Amendment Journals)
- Fund codes invoices and pays Town bills/vendors
- Works with departmental staff to assist with budget requests and purchases
- Assists Town Administrator with various projects as assigned
- Administers Recycling Program (with assistance from Public Works)
- Prepares Request for Proposal (RFP) Request for Qualifications (RFQ) documents
- Ensures balancing of all Bank and Investment Accounts
- Prepares and files Motor Vehicle Fuel Tax reports (state - monthly; federal - quarterly)
- Prepares Powell Bill reports
- Prepares Cash and Investment reports for submission to LGC/State Treasurer's office
- Tracks grant expenditures and maintains fiscal project files
- Tracks receipt of Accommodations Taxes and submit monthly report to Brunswick County
- Submits quarterly Fire expenditure reports to Brunswick County
- Prepares policy documents for Council consideration
- Handles Cell Phone account changes and issues

Current Core Departmental Services – Administration

- Prepare Agendas, Minutes and Public Notices
- Respond to Public Information Requests
- Handles insurances & benefits including Workers' Compensation claims
- Addresses computer and phone system issues
- Administers Oath of Office to Elected and Appointed Officials
- Maintains Annual Meetings Calendar
- Researches Archives
- Serves as Tax Collector
- Completes Payroll including Quarterly and Annual reports
- Maintains log for vehicle inspections and license tags
- Serves as Webmaster
- Maintains Personnel Records
- Collects Fire Inspection Fees and sends collection letters for delinquent accounts
- Issues Yard Sale Permits
- Administers Beach Wheelchair Rental program
- Creates and distributes information for new residents
- Assists Sunset at Sunset Committee with filing of applications
- Issues Hurricane Re-entry Passes
- Serves as Central Receptionist
- Keys Inspections dept. payment info into Central Building Permit System

Planning and Inspections

Currently, the department's inspection operations are staffed with one (1) probationary Level 1 inspector and two (2) part-time inspectors to cover higher level inspection needs on a temporary basis. Staff is proposing to work to fill the one full-time position with a properly trained and certified inspector to replace the two part-time inspectors. This will result in the two (2), full-time inspectors that are currently budgeted for the Town. Once the department is fully trained and staffed, there is no need for additional staff to handle operations.

For the planning, zoning and regulatory aspects of the department, the staff level is currently staffed adequately with one Department Director and one GIS Planner. Additionally, there is one full-time administrative assistant who coordinates the activities for the department. No further additional staff are needed for the department.

Current Core Departmental Services:

- Interpret/Administer Unified Development Ordinance
- Inspect buildings for compliance with North Carolina Building Codes
- Administer CAMA Local Permit Officer (LPO) program
- Code enforcement for Town Code and Zoning infractions
- Serve as staff to:

- Board of Adjustment (BOA)
- Planning Board
- Town Council
- Prepares minutes for BOA and Planning Board
- Chair/Manage the Technical Review Committee
- Coordinate interdepartmental inspection activities (fire inspections, driveway permits, etc.)
- Manage contracts for planning and development services
- Serve as the lead management agency for the Community Rating System (CRS) Program
- Coordinate inter-departmental Insurance Services Office (ISO) visits as for insurance ratings
- Manage Town's GIS and associated asset data
- Provide custom mapping services to the public
- Help coordinate and serve in a project management capacity for Town capital projects
- Manage and coordinate hazard mitigation planning for the Town
- Maintains all parcel files and development records for development in the Town and for Town facilities
- Maintain and update the Town's Land Use Plan
- Provide assistance to HOA/POA groups by attending meetings and educational information.
- Issues Permits and Coordinates Contractor Activities
- Prepares Departmental Reports

Public Works (Streets)

Current staffing in Department: 6 Full-time Employees and 1 Part-time Employee

Public Works Director, Administrative Assistant, (1) Maintenance Worker I (1) Maintenance Worker II, (2) Equipment Operators and (1) Part-time Roll-Cart Attendant

Current staffing levels do not allow the department to address all of the duties that are assigned to it. The staff have been assigned to work on the most urgent needs, but this has left routine maintenance to slip down the list and get behind.

Staff in the department currently rotate to work 7 days a week during the summer season to pick the trash up from the beach and this creates overtime costs because the workload does not permit them to adjust scheduling for time off during the week.

Current Core Departmental Services:

Respond to public inquiries/complaints regarding storm water or other concerns – (average of 12 per day, Call topic examples: mosquitos, storm water, mowing/vacant lots, trees, recycling, etc.)

- Beach Trash removal (daily in-season; weekly off-season)
- Remove dead animals and debris from beach and Town areas
- Maintenance of Ordinance Signs & Town-owned Street Signs
- Maintenance of Beach Access Walkways (33 beach accesses)
- Maintenance of Sidewalks

- Maintenance of Town-owned Streets (pothole repair, grading of Main Street, Canal and unpaved roads)
- Drainage work – clean ditches, repair/replace pipes, install swales, clean out catch basins
- Mowing of Town-owned Right-of-ways
- Maintenance of Park amenities & Streetscape
- Maintenance of Bathroom Units on Island
- Maintain Buildings (everything from light bulbs to generators)
- Send out violation letters for vacant lots
- Keep Town-owned ponds cut back
- Install public swings and benches and keep them maintained
- Spray for Mosquitos
- Disaster situation response and coordinating for debris removal
- Facilitate Dredging and Pier Head Alignment project
- Oversee/Inspect installment of driveways for storm water compliance
- Together with Finance, administer the Recycling Program
- Deliver and pick up Beach Wheelchairs to Town locations

Fire Department

Current Core Departmental Services

Fire Protection - Providing Fire Protection Services for the Town and County District is the main job responsibility of the Fire Department. The District consists of 16.7 sq. miles. Coverage is provided 24 hours a day, 7 days a week. This service includes pre-planning all structures annually, hydrant testing bi-annually, hose testing, maintenance and services all vehicles and equipment, and continual training.

EMS Services - Emergency Medical Services are provided by the Fire Department for the entire district. These incidents make up 64% of the Departments total incidents.

Water Rescue Services - Water Rescue is provided throughout the District in all freshwater ponds, the Intracoastal Waterway, including all associated creeks and marshlands, and the Ocean up to 6 miles. These incidents make up a small percentage of the annual incident base.

Special Operations / Technical Rescue - This service consists of all incidents outside of Fire or Medical. Types of incidents include rope rescues, confined space i.e. sewer vaults, trench rescues, and structure collapse.

Motor Vehicle Services - Motor Vehicle Services consist of stranded motorists, and motor vehicle collisions. Extrication services are provided with the use of specialized tools.

Lifting Assistance Service - Lifting Assistance Service is provided throughout the District and consists of all incidents that do not require medical care. These incidents include citizens that have fallen and need help getting back to a standing position, or sitting position. This also includes injured or handicapped citizens that need assistance getting to a vehicle for a Doctor Appointments, or trip to the Hospital.

Storm Damage Assessment - Storm Damage Assessment is performed by the Fire Department during natural disasters and weather incidents. Damage assessments are performed throughout the District and consists of tree removal, sandbagging, evacuations, and blocking roadways. All reporting on road conditions and other damages are tracked and reported to the proper authority.

Animal Rescue - Animals Rescues are performed throughout the District and consists of rescuing injured or stranded animals.

Beach Patrol Service - This service is provided on a seasonal bases March - September. This service consists of code enforcement, informational services, and overall beach safety.

Lock Out / Lock In Service - Lock out services are provided throughout the District. This service consists of unlocking vehicles, or residences.

Smoke Detector Installs / Battery Service - This service is provided throughout the District and consists of changing batteries or detectors in residences. We provide batteries and/or detectors to Citizens in need.

Home Safety Inspections - This service is provided throughout the District and consists of Home Safety Evaluations for all hazards. This service is provided as requested.

Car Seat Inspections - This service is provided at Station 1 to all Citizens. This service is completed by certified car seat technicians. There is currently 3 staff certified. This service entails the teaching of citizens on how to properly install car seats.

Fire Inspections - Fire Inspections are performed within the Town Limits only. This service consists of annual inspections of all commercial buildings. This service also includes permitting for all new commercial construction, ABC permits, and foster care facilities. As part of the inspection program, we also are included in all technical review for future development.

Special Event Standby - Standby for Special Events consists of Firefighters/EMT's providing EMS or crowd control type services for any and all special events.

Police Department

Current Core Departmental Services

The Sunset Beach Police Department is tasked with providing the Town of Sunset Beach with professional police functions to prevent, detect and investigate criminal activities, as well as a multitude of other functions. We work closely with other town departments, local, state and federal law enforcement agencies, and many other community organizations to effectively provide these services and others. Below are services that we provide the residents and visitors of Sunset Beach.

- Protect Lives & Property
- Investigate Reports of Crime
 - (See attached list for types of crimes investigated)
- Enforces State and Federal Criminal Laws
- Enforces Town Ordinances

- Enforces Parking Regulations
- Enforces Traffic Laws
- Investigate Traffic Crashes
- Traffic Control
- Traffic Checkpoints
- Arrest and Transport Prisoners
- Assist Motorists in Distress
- Respond to 911 Hang-ups
- Noise and Nuisance Control
- Respond to Crimes in Progress
- Crime Scene Investigation
- Evidence Collection
- Recover Stolen or Lost Property
- Investigate Drug Activity
- Testifies in Court
- Assists on Fire Calls
- Assists on Medical Calls
- Assists on Water Rescues
- First Responder for Hazardous Material Incidents
- First Responder for Water Department Issues
- First Responder for Sewer Issues
- Assists Neighboring Agencies When Requested
- Investigates Reports of Missing Persons
- Animal Control
- Crowd Control
- Escort Bicycle/Foot Road Races
- Escort Parades
- Traffic Control for Funerals
- Make Bank Deposits for Town Hall
- Deliver Town Council Packages
- Deliver Mail to Post Office
- Serve Arrest Warrants
- Serve Involuntary Commitment Orders/Transport to Hospital
- Daily Escorts for Bank Closings
- Daily Escorts for Business Closings
- Escorts for Business Bank Deposits
- Escorts for ATM Maintenance
- Business Security Surveys
- Residential Security Surveys
- Provide Crime Prevention Information

- Daily RUOK Checks
- Daily House Checks
- Welfare Checks
- Patrol the Town & Beach Strand
- Respond to Any Radio Call for Any Purpose
- Attends Yearly Mandated In-Service Training
- Attends Training in Order to Broaden Expertise
- Holiday and Other Seasonal Duties
 - Firework Control on Week of July 4th
 - Traffic Control for Sunday Worship Services on Beach Strand
 - Memorial Day Services
 - Sunset at Sunset
 - Security at Concert Series
 - Color Guard
- Any other duty as required by supervisory staff or requested by citizen

The list below represents a variety of the crimes that may be investigated on any given day by the Sunset Beach Police Department. Although it is not a complete list, nearly all of these are crimes that have been and will likely be investigated again by our department.

- Burglary
 - 1st Degree Burglary
 - 2nd Degree Burglary
 - Breaking and/or Entering Buildings
 - Breaking and/or Entering Motor Vehicles
- Robbery
 - Robbery with Firearms or Other Dangerous Weapons
 - Common-Law Robbery (strong-arm)
- Abduction
 - Kidnapping
 - Abduction of Children
 - Felonious Restraint
- Sexual Assault
 - 1st Degree Rape
 - 2nd Degree Rape
 - Rape of a Child by Adult Offender
 - 1st Degree Sexual Offense
 - 2nd Degree Sexual Offense

- Sexual Offense with a Child by Adult Offender
- Sexual Battery
- Statutory Rape
- Assault
 - Battery
 - Affray
 - Simple
 - Aggravated
 - With a Deadly Weapon With Intent to Kill and/or Inflicting Serious Injury
 - Assault on a Female
 - Domestic Assault
 - Domestic Abuse, Neglect, and Exploitation of Disabled or Elder Adults
 - Assault on Handicapped Persons
 - Assault by Strangulation
- Larceny
 - Larceny of Property
 - Possessing Stolen Goods
 - Receiving Stolen Goods
 - Concealment of Merchandise
 - Unauthorized Use of Motor Vehicle
 - Larceny of Motor Fuel
 - Larceny from a Construction Site
 - Larceny by Employee
 - Larceny of Motor Vehicle
 - Larceny of Firearms
- Fraud
 - Obtaining Property by False Pretenses
 - Possession or Manufacture of Fraudulent Forms of Identification
 - Obtaining Advances Under Promise to Work
 - Worthless Checks
 - Defrauding Innkeeper
 - Financial Transaction Card Theft
 - Forgery of Financial Transaction Card
 - Financial Transaction Card Fraud
 - Identity Theft
 - Forgery of Notes, Checks, and Other Securities
 - Counterfeiting of Instruments
 - Uttering Forged Paper or Instrument

- Property Damage
 - Injury to Real Property
 - Injury to Personal Property
- Trespassing
 - 1st Degree Trespass
 - 2nd Degree Trespass
 - Domestic Criminal Trespass
 - Taking Possession of House Without Consent
- Death
 - Natural
 - Overdose
 - Suicide
 - Homicide
- Disorderly Conduct
- Domestic Violence
- Resisting Officers
- Carrying Concealed Weapons
- Communicating Threats
- Child Abuse
- Cruelty to Animals
- Intoxicated and Disruptive
- Controlled Substance Related Violations
- Alcohol Related Violations